

# Village of Loreauville

P.O. Box 336, Loreauville, LA 70552  
(337) 229-8306 - Fax (337) 229-4450  
Website: [www.loreauville.us](http://www.loreauville.us)  
Email: [loreauville@cox-internet.com](mailto:loreauville@cox-internet.com)

Mayor:  
Brad Clifton

Board of Aldermen:  
Sandy Sonnier, Mayor Pro-tempore  
Eric Borne  
Joseph J. DeCourt

Village Clerk/Tax Collector:  
Nancy R. Buteau

January 24, 2022

Louisiana Ethics Administration Program  
PO Box 4368  
Baton Rouge, LA 70821

Dear Ethics Board,

The Village of Loreauville would like to request an opinion in regards to hiring the son of the village clerk for employment. He would be employed as a street worker and would report directly to the Mayor Brad Clifton. Enclosed is the job description and duties of this position along with the description and duties of the clerk. If any additional information is needed please call our office @ 337-229-8306 or by email @ [loreauville@cox-internet.com](mailto:loreauville@cox-internet.com).

Kind Regards,



Nancy Buteau  
Clerk  
Village of Loreauville

Enclosure: Job descriptions

## **Laborer**

### **Nature of Work:**

A physically demanding work involving manual labor primarily outdoors. Subject to being on call. Supervision is received from the Public Works Superintendent or other designated supervisor. Laborers may be assigned to such areas as street maintenance, drainage maintenance, waste water assistance not requiring certification, grounds maintenance or other areas as necessary.

**Essential Functions:** (Employees in the classification must be able to perform the following functions with or without reasonable accommodation. Physical and mental tasks related to these functions will be required. Related duties not listed may be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specified task here does not imply the task can not be assigned if related to the nature of work, a logical assignment, or in the best interest of the Village.)

Performs general maintenance of grounds. Mows grass; uses weed eater. Uses edger on sidewalks and curbing. Safely uses herbicide. Picks up trash before mowing.

Assembles or assists in assembly and maintenance of equipment.

Picks up tree limbs, trash, sugarcane or garbage in areas being cleaned.

May operate a tractor and mower.

Cleans drainage systems; builds boxes. Pours and finishes concrete. Patches potholes, Uses appropriate equipment when necessary such as jackhammer, pick up truck, back hoe or front end loader. Provides manual labor as directed by an immediate supervisor during construction, repair and maintenance of municipal services and facilities.

Work required lifting up to 100 pounds, strenuous physical activity, and a full range of physical movements including crouching, kneeling, climbing, walking, carrying, etc. Extensive use of a variety of hand tools, power and manual is expected.

Reports to work on a timely basis, maintains a good attendance record and performs related work as required.

Answers to Supervisor and the Mayor.

Capable of strenuous physical work and able to use basic tools and follow orders. Must have a valid Louisiana driver's license.

## **MUNICIPAL CLERK**

### **Nature of Work:**

A highly responsible administrative position at the professional accounting level and involves responsibility for the complex accounting system for a municipality, including the utility accounting system. Must be familiar with computer applications and proficiency with computer operations is necessary.

**Essential Functions:** (Employees in the classification must be able to perform the following functions with or without reasonable accommodation. Physical and mental tasks related to these functions will be required. Related duties not listed may be required. The following examples do not contain every task that could be reasonably assigned. The absence of a specified task here does not imply the task can not be assigned if related to the nature of the work, a logical assignment, or in the best interest of the Village.)

Acts as liaison between citizens and their elected representatives. Interacts with the public and employees on the telephone and in person to answer questions and explain procedures.

Keeps official records of actions and legislation adopted by the mayor and board of aldermen. Attends all board meetings, and is ex-officio secretary to mayor and board of aldermen. Keeps record of the minutes of the meetings which records all the proceedings of the mayor and board of aldermen. Issues legal notices of mayor and aldermen's activities.

Custodian of the municipal seal. Keeps other records and books as may be provided by ordinance, and shall file all other records or papers pertaining to the business of the municipality.

Responsible for financial planning, procurement, fund investment. Analyzes financial records, forecasts budget requirements, prepares financial reports and provides recommendations regarding investments and loans. Gathers information for and prepares annual budget for mayor and board of aldermen.

Supervises the maintenance of all ledgers, including general ledger, budgetary control ledgers, accounts receivable ledgers, cash journals and other fiscal records. Supervises and prepares payrolls, travel expense accounts, refund vouchers, vendors' invoices, reconciles bank statements and classifies expenditures according to chart of accounts. Works with the certified public accountant on annual audit.

Custodian of personnel files. Directs and coordinates day to day activities of the mayor's office. Keeps record of the work orders on the mayor's calendar, and provides a list of tasks for all employees. Responsible for developing a system of personnel administration that provides the means to recruit, select, develop and maintain an effective and responsible work force. The

system shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement and fringe benefits.

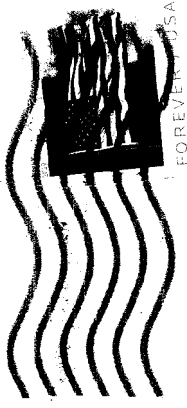
Operates various office equipment, including computer, calculator, typewriter, copier, and telephone and fax machine. Contributes accurate information to the village website. Reports to work on a timely basis, maintains a good attendance record and performs related clerical duties.

Answers to the Mayor

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PO Box 336  
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